



# ***COMMONWEALTH of VIRGINIA***

*Department of Emergency Management  
Training, Education and Exercise Division*

## **Application for Adjunct Instructor for Emergency Management**

Emergency Management training programs are those courses that address the needs of state and local officials assigned to duties related to the overall management of emergency preparedness activities including Prevention, Protection, Mitigation, Response and Recovery services. This recruitment is for part-time wage employees to instruct various courses on an “as needed” (irregular basis). These courses range from 1 to 5 work days (8 to 40 hours) of instruction and each course is conducted multiple times per training year. Adjunct Instructors receive compensation for course preparation and delivery time and are reimbursed for travel costs (lodging, meals, and miles at state per diem rates) for each course delivery. If selected, candidates will need to complete a Train the Trainer process, maintain appropriate certifications and attend an annual refresher on course content.

Adjunct Instructors in this role would be utilized to instruct the multiple courses developed by the Federal Emergency Management Agency’s Emergency Management Institute, other federal training partners and courses developed in-house by VDEM. Instructors would be expected to adhere to the basic curriculum while injecting Virginia-specific explanations and examples from their personal experiences as Emergency Managers. Some of these courses include:

- G-0191 ICS/EOC Interface
- G-0235 Emergency Planning
- G-0300 Intermediate Incident Command System
- G-0393 Mitigation for Emergency Managers
- G-0366 Children in Disasters
- G-0775 EOC Management and Operations

NOTE: Not all adjunct instructors will be qualified to teach all the classes offered in this subject matter area. This list shows examples of the scope of courses offered.

**Minimum Qualifications:** Two years experience in an Emergency Management position for a public safety agency, other local or state government agency, healthcare facility, or related organization with an active role in emergency preparedness as it relates to response and recovery to disasters and other emergency incidents.

Completion of a recognized training course providing qualifications in techniques of instruction and adult education methodologies with experience applying these techniques in a professional setting. Some FEMA/State courses that have been identified as meeting this requirement include:

- G-0265 Instructional Delivery Skills / G-0141 Instructional Presentation and Evaluation Skills
- E-0262 Instructional Delivery for Subject Matter Experts

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- E-0611 Instructing and Facilitating in the Classroom and Online
- PER-266 Instructor Training Certification
- NFA/VDFP Fire Instructor Certification
- DCJS General Instructor
- VDH/OEMS EMS Education Coordinator (Completed prior to 2018)

(Equivalents will be evaluated on an individual basis. Documentation of such training must be included with employment application submission.)

Successful completion of the following FEMA /EMI courses is required\*:

- IS-0100 Introduction to the Incident Command System (On-line or classroom)
- IS-0200 ICS for Single Resources and Initial Action Incidents (On-line or classroom)
- IS-0700 National Incident Management System, An Introduction
- IS-0800 National Response Framework, An Introduction
- Completion of the FEMA /EMI Advanced Professional Series required courses (G-0191, G-0557, G-0270.4/G-0205, G-0393, G-0775 or FEMA recognized equivalents.)

Certificates of completion or a verified transcript should accompany required VDEM Wage Employment Application.

**Preferred Qualifications:** Completion of, and award of the full FEMA EMI Advanced Professional Series certificate. Completion of additional EMI and VDEM emergency management courses reflecting a broad knowledge of Emergency Preparedness expertise.

**Additional Requirements:** Pass Criminal and Professional Background Check and DMV Records Check

Instructor candidates will be required to demonstrate instructional skills in a classroom setting as part of the hiring process.

Certificates of completion should accompany required VDEM Wage Employment Application.

Submit completed VDEM Wage Employment Application, resume and required training certificates to:

Virginia Department of Emergency Management  
Human Resources Division  
10501 Trade Court  
North Chesterfield, Virginia 23236

Phone inquiries: (804) 897-6500

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